

September 18, 2013

The Board of Commissioners held its regular meeting September 18, 2013 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of August 21, 2013**
- 4. FY 10/1/13-09/30/14 Budget Revision Discussion and Approval**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. Discussion, Possible Approval – Leadership Rhode Island**
- 8. Legal Counsel – Contract Discussion and Possible Approval to Extend**
- 9. VFW Discussion and Updates**
- 10. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**
 - Potential litigation**

11. Adjournment

The meeting was called to order at 5:35pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

| Present | Absent |
|--|---------------|
| Cornelius Flynn, Chairman | |
| Gladys Burns, Vice Chairperson | |
| Julio Castillo, Commissioner | |
| Lucia DaGamma-Therriault, Commissioner | |
| Paul Charette, Commissioner | |
| Tina Sullivan, Executive Director | |
| Paula Llera-Delgado, Executive Administrative Assistant | |
| Others in attendance | |
| Dan Robillard, Public Accountant | |

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the minutes of 8/21/2013.

There being no questions or concerns a motion was made by Commissioner DaGamma-Therriault to approve the meeting minutes of 8/21/2013, the motion was seconded by Commissioner Charette and carried by all present.

FY 10/1/13-09/30/14 Budget Revision Discussion & Approval – Resolution 1033

Dan Robillard, Fee Accountant, came before the board to present a revised budget for FY 10/1/13-09/30/14. After much discussion the board Chairman, Flynn asked if there were any additional questions regarding the budget revision. There being no additional questions for the fee accountant chairman, Flynn asked for a motion to approve the resolution for the budget FY 10/1/2013 – 9/30/2014. A motion was made by Commissioner DaGamma-Therriault, and seconded by Commissioner Charette and carried by all present.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating

smoothly

Executive Director, Sullivan mentioned the 1 grant:

FSS-Family Self Sufficiency- the Housing Authority has applied for the following grant; Grant funds have not yet been announced.

Section 8:

The Executive Director, Sullivan along with the fee accountant continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time. The Section 8 department is preparing for its annual SEMAP (Section 8 Management Assessment Program) submissions

Public Housing:

Unit Turnover – Unit turn over average from 8-2013 to date is as follows:

Forand Manor – 8.5 days

Wilfrid Manor – 10.4 days.

Year to Date

Forand Manor – 8.11 days

Wilfrid Manor – 12.10 days

Tenant Concerns – The issue with the tenants smoking in the building continues to be an ongoing issue. Management and Legal attorney continue to monitor.

Resident Services:

Health, wellness and education speakers are consistent including blood pressure screenings monthly at both buildings, a “weight watchers” group weekly at Forand and a URI SNAP nutrition class weekly (six week program) along with the healthy heart programs at both buildings.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner Charette to accept the Executive Summary, seconded by Commissioner DaGamma-Therriault and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors.

Wilfrid Manor

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. The project should begin fall 2013.

Phone/Intercom system was completed in September

The replacement of the Heat Boilers/Hot Water Boilers at Wilfrid Manor was completed.

Forand Manor

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. The project should begin fall 2013.

Phone/Intercom system was completed August 12, 2013

A RFP is in the process of being written for Balcony Repairs to begin late Fall 2013.

Forand Annex

The Phone/Intercom system project has been installed and completed successfully, the residents are pleased.

Several fundraisers going on through the months of September and October, this is part of the Residents Annual Fundraiser for Cancer Awareness.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve. Commissioner Castillo made a motion to accept the consent agenda, seconded by Commissioner Charette and passed by all.

Discussion, Possible Approval – Leadership Rhode Island

Executive Director Sullivan provided information regarding Leadership Rhode Island, and spoke about how she and the housing Authority would benefit from the organization if approved by the BOC to join the organization. Commissioner Julio Castillo was concerned

at such a high cost to the Authority, and didn't agree at this time. After much discussion Chairman Flynn asked if there were any additional comments or concerns regarding the approval for the Executive Director joining the Leadership RI Organization for the following year at the cost of the Authority. There being no additional questions Chairman Flynn asked for a motion to approve.

The Ayes and Nays were as follows:

| Ayes | Nays |
|-------------|-------------|
|-------------|-------------|

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| Chairperson, Cornelius Flynn | Commissioner, Julio Castillo |
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| Vice Chairperson, Gladys Burns | |
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| Commissioner, Lucia DaGamma-Therriault | |
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| Commissioner, Paul Charette | |
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Legal Counsel – Contract Discussion and Possible Approval to Extend

After much discussion Chairman Flynn asked if there were any questions, comments or concerns regarding the extension of the Legal Contract for the Housing Authority. There being no questions Chairman Flynn asked for a motion to approve, and extend the Attorney's Legal Contract with Oliverio & Marcaccio for the extension of 2 additional years. Commissioner Charette made a motion to approve the 2yr extension for the legal contract with Oliverio &

Marcaccio, the motion was seconded by Commissioner Castillo and passed by all.

VFW Discussion and Updates:

The Executive Director Sullivan along with Barbara Sokoloff met with the City of Central Falls regarding developing affordable housing on the site of the old VFW property. After much discussion with the City of Central Falls the Authority was advised that the City will not approve/support this type of development on this property. The City is strictly interested in “Green Space” for this site. The only other option for the Authority is to sell it outright.

Executive Session – Potential Litigation

No session at this time.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Charette and seconded by Da-Gamma-Therriault to adjourn the meeting at 6:35pm. The motion was carried by all.